

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
PART-TIME WATER LABORATORY TECHNICIAN

- 1. JOB TITLE:** PART-TIME WATER LABORATORY TECHNICIAN
- 2. DEFINITION:** The Part-time Water Laboratory Technician performs all of the functions of a full-time Water Laboratory Technician, which is skilled work in the analyses of process control and industrial samples under the direction of the Chief Laboratory Technician. All employees are responsible to the Director and to the City Manager. The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having an occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.
- 3. EQUIPMENT/JOB LOCATION:**
 - a. This position requires the use of hand tools, laboratory equipment, calculators, personal computers and motor vehicles.
 - b. The primary work location is the Stones River Water Treatment Plant located at 5528 Sam Jared Drive, in Murfreesboro, but may include other locations within the system. All City vehicles and facilities are smoke-free locations. The work to be performed includes tasks both indoors and outdoors in inclement weather, and in the proximity of biological, chemical, electrical and mechanical hazards.
- 4. ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Collects and transports samples from various locations using proper sample handling protocol. Sample collection may involve driving to the site.
 - b. With supervision, performs analyses which may involve exposure to biological, chemical, electrical and physical hazards.
 - c. Detects and responds correctly to odors and colors indicative of laboratory test points, hazardous gases, and upset processes.
 - d. Senses vibration by touch, temperature by proximity, and detects audible alarms and indicators of equipment malfunctions in normal aural range, and responds correctly to these inputs.
 - e. Does work requiring depth perception, and detects changes in the visual appearance of substances.
 - f. Reads gauges, dials, analog and digital displays, equipment information plates, charts, and manuals, and makes adjustments and calibrations.
 - g. Makes correct and legible entries in English in operational logs, charts and records, both manually and by computer keyboard, and prepares reports.
 - h. Performs basic record keeping and mathematical calculations.

- i. Uses small hand tools, calculators, keyboards and laboratory equipment.
- j. Cleans laboratory glassware, equipment and facilities.
- k. Performs minor and routine maintenance on laboratory equipment.
- l. Demonstrates a willingness to learn and comply with department policies and rules.
- m. Demonstrates safe work practices and habits of workplace cleanliness.
- n. Performs repetitive tasks requiring meticulous attention to detail.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 18 years of age.
- b. Must possess a High School diploma or equivalent.
- c. Must have legal authorization to work in the United States.
- d. Must submit to and pass pre-employment drug and alcohol testing.
- e. Formal training in laboratory procedures is strongly preferred.
- f. Must have a driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle.
- g. Must be able to comprehend both oral and written instruction and to communicate, both orally and in writing, in English.
- h. Must be able to demonstrate basic knowledge of laboratory operation and terminology.
- i. Must have knowledge of basic laboratory safety rules and equipment, including identification of, precautions for, and emergency response to biological, chemical, electrical, mechanical and physical hazards.
- j. Must be able and willing to wear personal protective safety equipment and perform job tasks that require the use of such equipment.
- k. Must demonstrate good workmanship, performing tasks neatly and in a timely manner.
- l. Must be able to report on time for work and perform the duties of the position as required. May be required to work evening, night, weekend and/or holiday shifts.
- m. Must maintain a neat, clean and acceptable personal appearance.
- n. Must be able to establish and maintain effective working relationships with supervisors, coworkers and the public.
- o. Must demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers without redundant directive.
- p. Previous training and/or experience in water/wastewater sampling and analyses is desirable but not required.

Non-Exempt
Safety Sensitive
July 23, 2007